

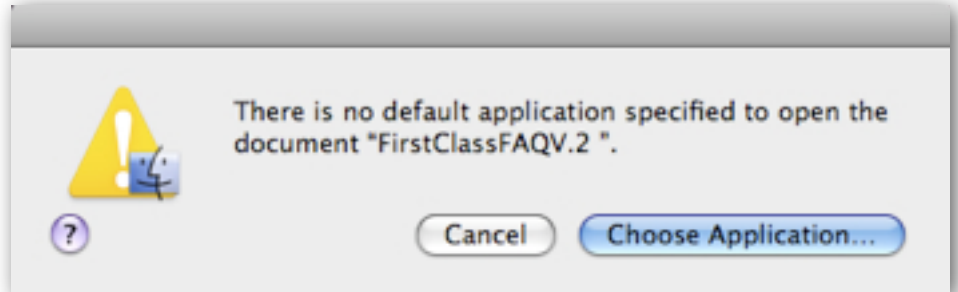
Word Processing Cheatsheet

Opening Files

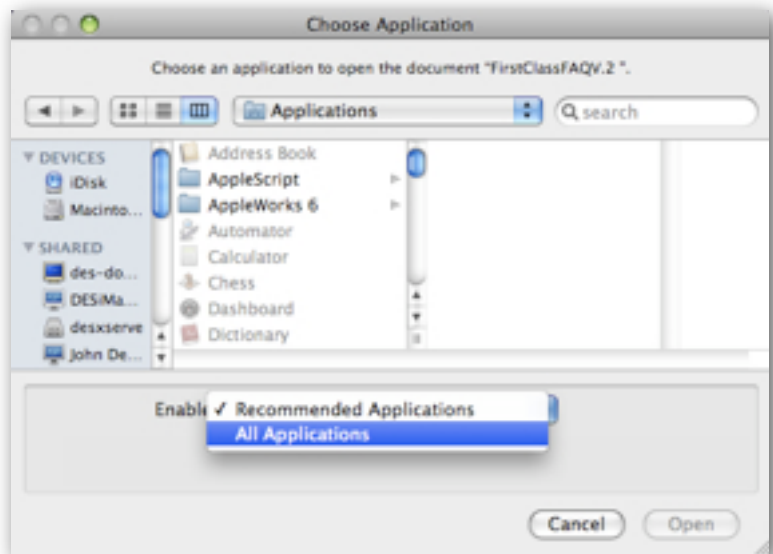
There are various ways to open a file in a program other than its creator. This cheatsheet uses a Microsoft Word document as its example.

Method # 1

1. In Finder doubleclick on the Word file you wish to open. If Word is not installed on the computer, the Mac will automatically choose a program —Text Edit, NeoOffice, Appleworks, among others—that can open the file. If it can find no suitable program it will prompt you to choose one. To do so, Click Choose Application.

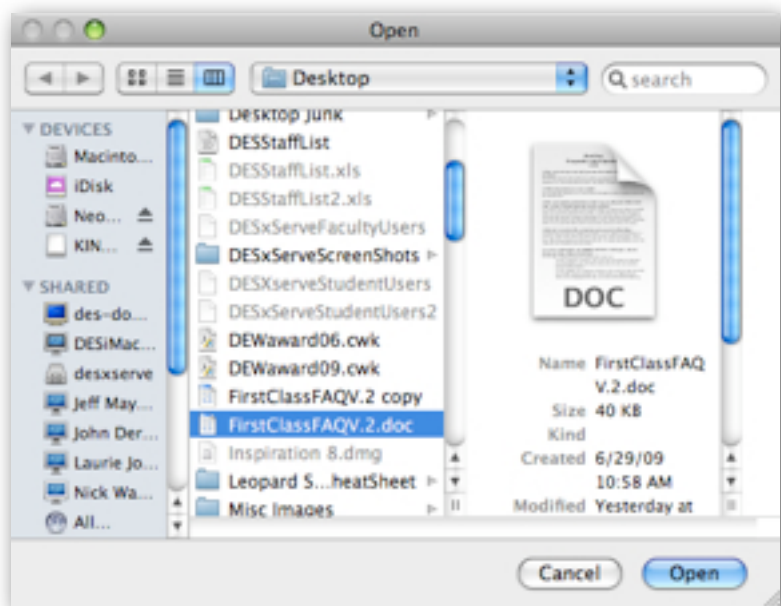


2. In the window that appears you will see the recommended applications in dark script. To activate all possible choices select All Applications from the Enable dropdown.



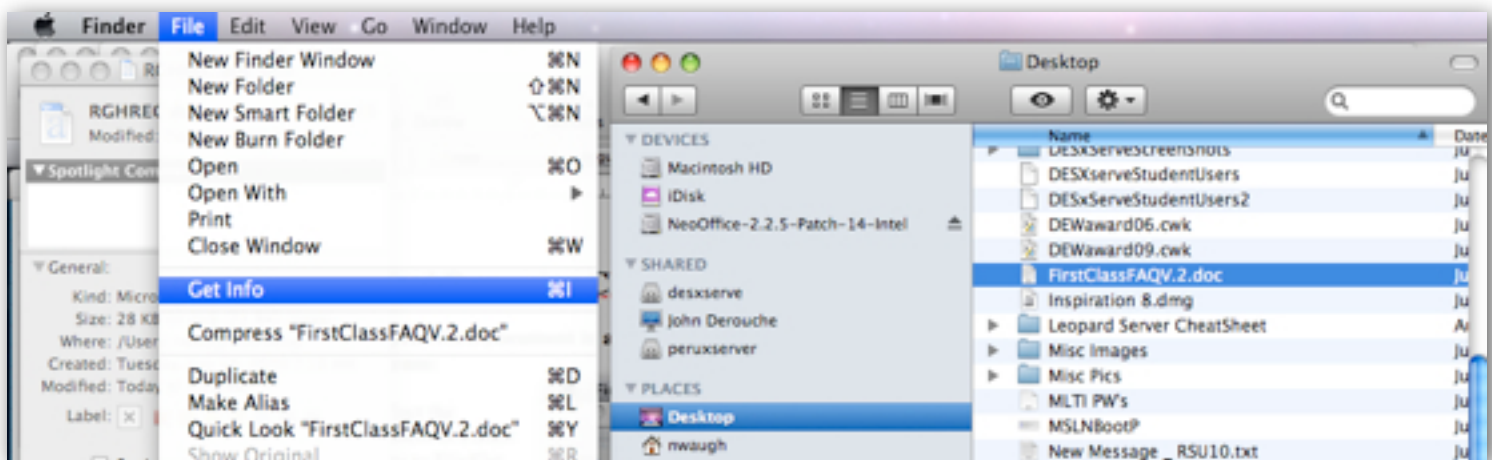
Method # 2

1. Launch the program you wish to use to open the Word file. Go to the File menu and select Open. In the window that appears navigate to the file and click on Open.

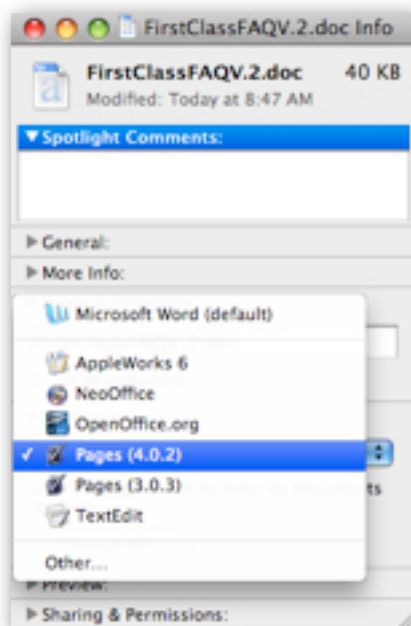


Method # 3

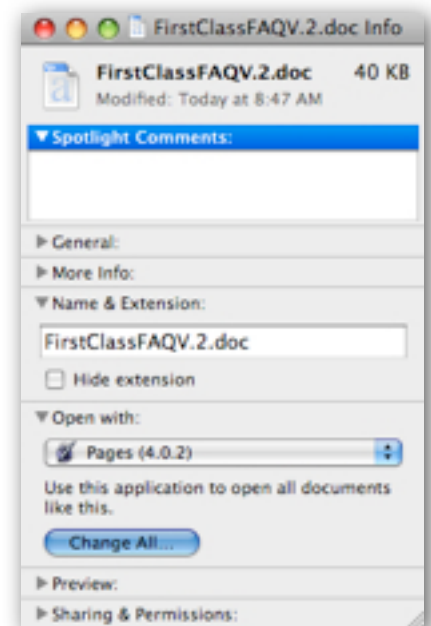
1. Select the document in Finder and go to File/Get Info (or type **⌘ I**)



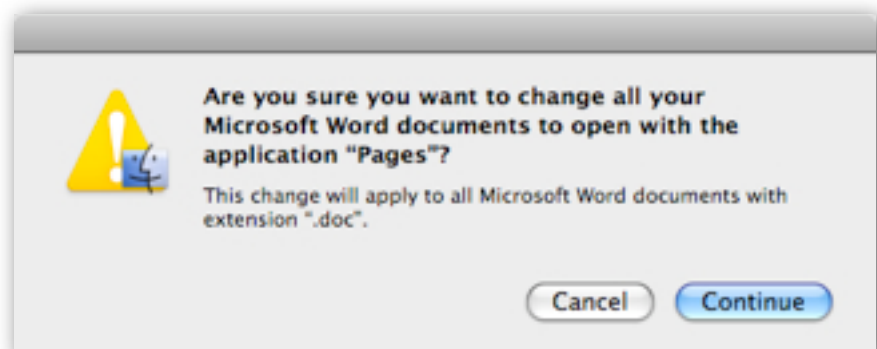
2. Click on the “Open with” dropdown and choose the program you wish to use to open Word.



3. To allow all Word documents to be opened by the chosen application click “Change All”.



4. Confirm your desire to change all by clicking Continue.

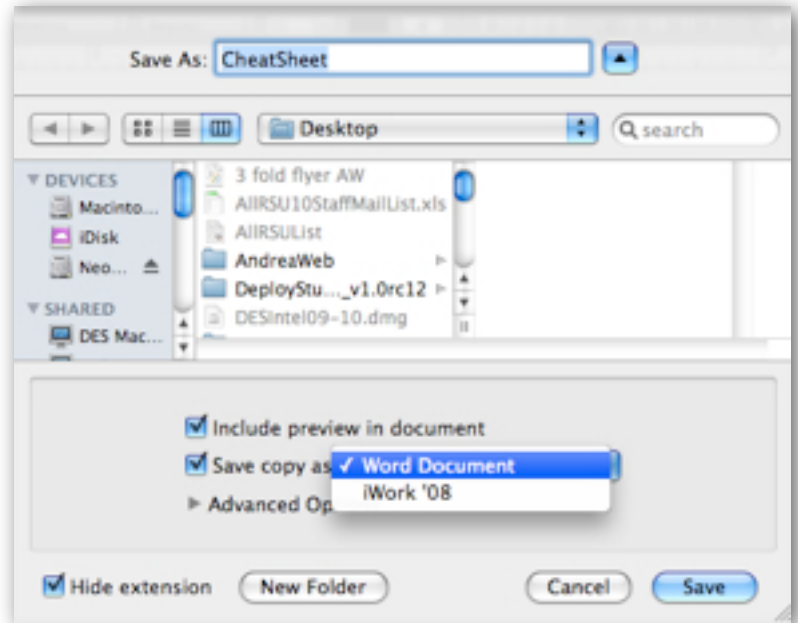


Saving Files in Different Programs

There are various ways to save files in different programs and formats. This cheatsheet uses Microsoft Word as its example.

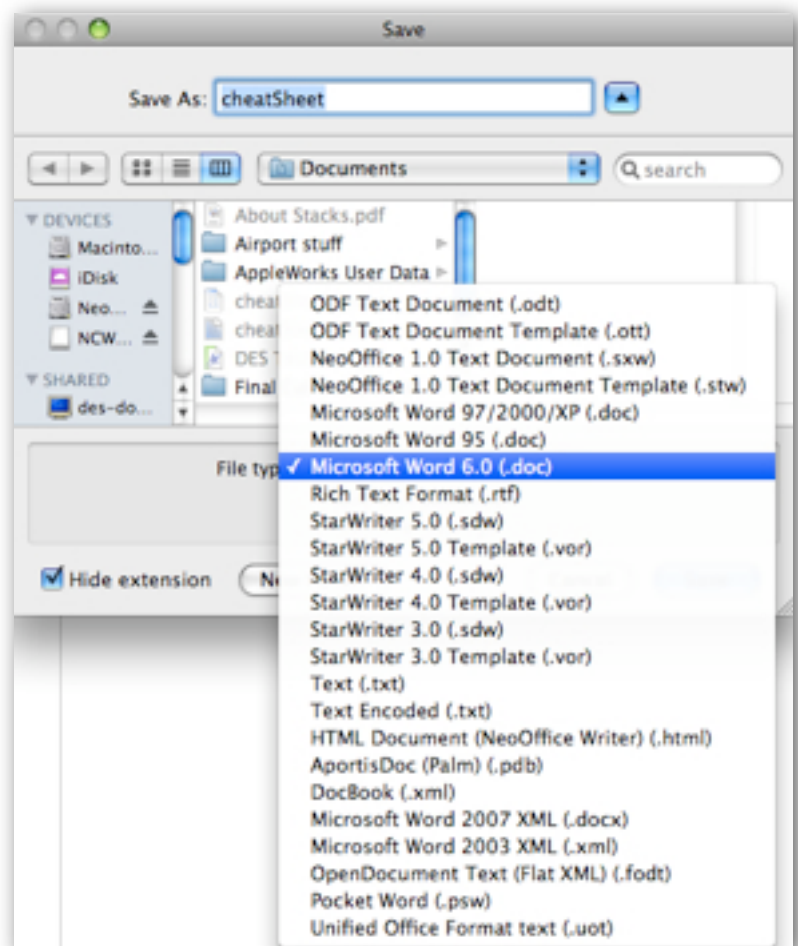
Pages to Word

1. To save a Pages document that can be opened in Word go to the File menu and select Save As. In the window that appears, give the file a name, select the location, check the box for Save Copy as and choose Word Document in the dropdown. This will save the file to Word but leave the original in Pages format, which you can save in the normal way.



NeoOffice to Word

1. To save a NeoOffice document that can be opened in Word go to the File menu and select Save As. In the window that appears, give the file a name, select the location. Then click on the File Type dropdown and select Microsoft Word 6.0 (.doc). This will convert the open file to Word format. If the file had been saved previously in Neo and you do not change the name, this will create a Word file with the same name and the extension .doc instead of .odt. It will not overwrite the original .odt version.



TextEdit and Appleworks to Word

1. To save a TextEdit or Appleworks document to Word, use the same techniques outlined above: File/Save As and choose the appropriate version of Word from the File Format dropdown.